



STATE OF WASHINGTON  
**GAMBLING COMMISSION**

P.O. Box 42400 • Olympia, Washington 98504-2400 • (360) 486-3440 • TDD (360) 486-3637 • FAX (360) 486-3631

RE: EXPLANATION – Two-Part Payment Program

**I. Who is Eligible?**

Licensees requesting a two-part payment plan where their total annual fee is \$800.00 or greater. Excluded from participation are:

- Fund-Raising Events (Reno / Casino Nights)
- Special One-Time Permits
- Individual Licenses
- Licensees who have demonstrated an inability to fulfill the requirements of the program.

**II. Procedure:**

- A. Licensees may elect to participate by paying the first half of the two-part payment fee plus a 6-month payment plan option fee (***see attached fee schedule***) and returning the renewal notice and renewal application to the Gambling Commission. By participating in this program, the licensee agrees to meet the requirements of WAC 230-04-190(4).
- B. If approved for participation, a regular gambling license will be issued for one year (unless prorated by our agency).
- C. Approximately 30 to 45 days prior to the close of the first six months of operation, a second-half fee payment notice will be forwarded to the licensee. Each notice shall contain the name of the licensee, the type of licensed activity, the amount of fee required, and the payment due date.
- D. The licensee must forward the payment notice, with the exact fee, to reach the Gambling Commission on or before the due date;
- E. When received, the Gambling Commission shall account for the fee and annotate the licensee's license record to reflect receipt of the second-half payment. If the licensee fails to make the second-half payment on or before the due date, **THE LICENSE WILL AUTOMATICALLY EXPIRE AND ALL ACTIVITIES OPERATED UNDER THE AUTHORITY OF THE LICENSE MUST STOP; AND**
- F. **THE LICENSEE'S PRIVILEGE TO PARTICIPATE IN THE TWO-PART PAYMENT PLAN WILL BE REVOKED FOR A FULL LICENSE YEAR. AT THAT TIME, THE LICENSEE MUST PAY THE FULL YEAR LICENSE FEE. IF THE LICENSEE AGAIN FAILS TO MAKE THE SECOND-HALF PAYMENT ON OR BEFORE THE DUE DATE, THEY WILL BE RESTRICTED FROM EVER AGAIN PARTICIPATING IN THE TWO-PART PAYMENT PLAN.** The licensee will be officially advised, in writing, to cease all gambling authorized by the license. An expiration list is forwarded to the licensee's local area special agent for information and action.
- G. If the license expires because of nonpayment of the second-half payment, the licensee will be required to reinstate their license, or complete a new license application. See WAC 230-04-190(3) regarding reinstatement requirements; and
- H. IN THE EVENT A LICENSEE FAILS TO REINSTATE THE LICENSE, **THE LICENSEE IS STILL OBLIGATED TO PAY THE SECOND-HALF PAYMENT.**

**REMARKS:**

1. All requirements for license certification and annual renewal must be met in accordance with the Gambling License Certification Program.
2. Licensees have the responsibility to monitor and upgrade their assigned license class, as required by WAC 230-04-260.